



**DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000**

IMSE-BEN-SO (385)

03 MAR 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General's Motorcycle Safety Policy Implementation

1. References:

- a. AR 385-10, The Army Safety Program, 7 November 2008.
 - b. TRADOC Regulation 385-2, Training and Doctrine Command Safety Program, 19 December 2007.
 - b. USAIC Regulation 190-5, Vehicle Traffic Regulation, 15 November 2006.
 - d. USAIC Policy Memorandum 385-10-1, Commanding General's Motorcycle Safety Policy, 11 February 2009.
2. This Implementation Memorandum is punitive in nature and a violation or failure to follow outlined procedures is punishable under the Uniform Code of Military Justice (UCMJ).
3. Soldier Safety Remains the Commander's Primary Business. Motorcycle accidents are the leading cause of Soldier fatalities as more and more Soldiers are riding each year. Commanders and leaders will use the following procedures to comply with USAIC Policy Memorandum 385-10-1:
- a. Identify all motorcycle riders in unit formations that either have motorcycles or wish to purchase one. Ensure face-to-face counseling between first-line supervisors and the Soldiers who ride or want to ride. Commanders (05 and above) will review and approve a Soldier's request to register and operate his/her motorcycle on Fort Benning annually. The following items will be maintained in each Soldier's file:
 - (1) DA Form 4856 outlining both TRADOC and USAIC policies.
 - (2) Motorcycle Safety Inspection Checklist (updated quarterly, prior to holiday weekends and leave).
 - (3) TRADOC Motorcycle/ATV Operators' Agreement.
 - (4) Copy of a valid state driver's license to operate a motorcycle.
 - (5) Valid insurance card.
 - (6) Copy of the issued Motorcycle Safety Foundation card that is awarded upon completion Department of the Army approved motorcycle safety course.
 - (7) Battalion Commander MFR that approves (or disapproves) Soldier's request to register his or her motorcycle on Fort Benning.
 - (8) National Crime Information Center (NCIC) Background Check Waiver signed by the Soldier, with attached driving history record, and stamped by the Directorate of Emergency Services (DES) (updated semi annually). Soldiers who refuse to consent to the release of their driving history will be denied the privilege of operating a motorcycle on the installation.
 - b. Support and promote unit level motorcycle safety activities and clubs that reinforce positive training, mentorship, and riding within regulatory limits. Establish an incentive awards program as part of the mentorship program for accident free riders. Include the mentorship program as part of unit Safety Standard Operating Procedures using the U.S. Army Motorcycle Mentorship Program as a guideline.

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c. Ensure all Soldiers have completed or are attending the appropriate Motorcycle Safety Foundation rider's course prior to operating a motorcycle. Refresher training is mandatory for Soldiers under the following conditions: NLT 30 days after PCS/TCS to Fort Benning, NLT 30 days after redeployment (six months or greater), and Soldiers who upgrade above 400 cc or purchase "high boost" motorcycles. Sports bike riders will complete all three courses within one registration year. Each subsequent course after the Basic Riders Course is supposed to be attended after 6 months of riding experience.

(1) Basic Riders Course (BRC) -- All ATV/motorcycle riders must complete this course prior to operating the vehicle on the installation. This course is the refresher course.

(2) Experienced Riders Course (ERC) -- Riders with bikes above 400cc will attend this course. If a Soldier presents proof of graduation from another certified course this can be taken in lieu of the course on Fort Benning. The certification must be current within one year.

(3) Sports Bike Course (SBC) -- Sport bike riders will attend this course regardless of the size of the bike. If a Soldier presents proof of graduation from another certified course, this can be taken in lieu of the course on Fort Benning. The certification must be current within one year.

d. Register the motorcycle annually on post at the Vehicle Registration Office, Building 2672.

(1) Soldiers will re-register their motorcycles starting on 15 March 2009 and ending NLT 15 June 2009. The NCIC Consent form will be submitted within this time frame. The Soldier will receive notification that the driving report is ready for pickup within 30 days of submission. Once the registration is complete the Soldier will receive an orange sticker to replace the yellow sticker currently in use.

(2) Soldiers are required to present the Motorcycle Approval memorandum in order to be issued a motorcycle vehicle decal.

4. Directorate of Emergency Services will:

a. Using the NCIC Consent form:

- (1) Verify if Soldiers have a suspended or revoked license.
- (2) Provide driving history.

b. Provide copies of:

- (1) 1408 Military Traffic Ticket (used for USAIC Regulation Violations).
- (2) 1805 and Military Magistrate Ticket (used for violations of Georgia Traffic Code).

5. The revocation of a Soldier's riding privileges requires a holistic approach.

a. The following are some examples of high risk behavior for consideration prior to action being taken:

- (1) Driving History
 - (a) Driving Under the Influence.
 - (b) Driving while license is suspended.
 - (c) Repetitive traffic citations (on or off post).
 - (d) Reckless driving.
 - (e) Violation of this policy and USAIC Reg 190-5, Motor Vehicle Registration.
- (2) Personal Issues
 - (a) Spouse abuse.

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- (b) Child abuse.
- (c) Marital/relationship issues.
- (d) Substance abuse.
- (e) Recent UCMJ action.
- (f) Pattern of misconduct counselings.
- (g) Physical injuries that impairs ability to ride safely.

- (3) Financial Issues
 - (a) Bill collectors calling.
 - (b) Non-sufficient Funds (NSF) notices.

b. When the determination is made that the Soldier is a high risk operator and their motorcycle driving privileges will be suspended, the commander will:

- (1) Complete a Developmental Counseling Form, DA Form 4856, with the following information:
 - (a) The reason(s) for the suspension of riding privileges.
 - (b) Any corrective training to be conducted with appropriate timelines. Minimum will be re-attendance in BRC.
 - (c) Motorcycle registration information.
- (2) Signed counseling form will be signed, scanned, and forwarded to following agencies:
 - (a) Combat Readiness Office.
 - (b) DES, Administrative Records.
- (3) Post registration stickers will be removed and turned into DES, Administrative Records with the counseling form.

c. When a Soldier has met all corrective training requirements, the Soldier may apply for reinstatement of their motorcycle driving privileges through their authorizing official. A new Motorcycle Approval Memo must be turned into the DES, Vehicle Registration for issuance of decal.


6. All Soldiers at Fort Benning are required to follow this policy. I encourage DA Civilians, family members, and defense contractors to adhere to these standards while on the installation. Operating a motorcycle on the installation is a privilege not a right. I expect all leaders to be actively involved in the prevention process through training, leadership, enforcement, and integrating risk management.

7. Point of contact is Mr. Bob Meloche, Safety Specialist, Installation Safety Office 545-3661.

FOR THE COMMANDER:

6 Encls

- 1. Motorcycle Approval Memo
- 2. NCIC Waiver
- 3. Motorcycle Safety Check List
- 4. TRADOC Statement of Motorcycle/ATV Operator Requirements and Individual Responsibilities
- 5. U.S. Army Motorcycle Mentorship Program, 28 DEC 05
- 6. Motorcycle Reg. Sticker


CHARLES W. DURR, JR.
Colonel, Infantry
Chief of Staff

DISTRIBUTION:

Admin L & MSC DCO/XO Lists



DEPARTMENT OF THE ARMY
Headquarters, 1st Battalion, 11th Infantry Regiment
6510 Benjamin Avenue
Fort Benning, Georgia 31905-6221

REPLY TO
ATTENTION OF

ATSH-xxx

19 xxxxx 2009

MEMORANDUM FOR RECORD

SUBJECT: Motorcycle Rider Authorization

REFERENCE: Policy Memorandum 385-10-1, Commanding General's Motorcycle Safety Policy, 11 February 2009

1. This memorandum for record is to provide written documentation that the following Soldiers assigned to the 1st Battalion, 11th Infantry have met the requirements outlined in the above memorandum and have the Battalion Commanders approval to operate, register or renew registration of a Motorcycle:

SFC Easy Rider 123-45-6789

2. POC for this memorandum is the BN Safety NCO at 545-1234.

DAVID W. xxxxxxxx
LTC, IN
Commanding

Director of Emergency Services

Fort Benning, GA. 31905

Consent Form

I hereby authorize _____

to receive any Georgia drivers history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Driver License #/State _____

Signature

Date

Special employment provisions (check if applicable):

- ☐ Employment with mentally disabled (Purposed code 'M')
- ☐ Employment with elder care (Purposed code 'N')
- ☐ Employment with children (Purposed code 'W')

One of the following must be checked:

- ☐ This authorization is valid for 90/180/____ (circle one) days from date of signature.
- ☐ I, _____ give consent to the above named to perform periodic drivers' history background checks for the duration of my assignment on Fort Benning.

Motorcycle Safety Inspection Checklist			
TIRES & WHEELS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Tires	Condition	Tread depth, excessive wear, weathering, evenly seated buldges, imbedded objects/plugs.	
	Air Pressure	Check when tire is cold. (Check Owners Manual)	Fr. Rr.
Wheels	Spokes	Bent, broken, missing, check at top of wheel for tension: "Ring" = ok "thud" = loose spoke.	
	Rims	Cracks, dents, bent in appearance.	
	Bearings	Grab Top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning.	
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown outside.	
CONTROLS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Levers	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar lever.	
	Pivots	Lubricated.	
Cables	Condition	Fraying, kinks, lubrication, ends and length.	
	Routing	No interference or pulling at steering head, suspension; no sharp angles, and wire looms in place.	
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.	
Throttle	Operation	Moves freely, snaps closed, no reving.	
	Routing	No interference or pulling at steering head, suspension; no sharp angles, and wire looms in place.	
Horn	Condition	Installed and operational.	
LIGHTS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Battery	Condition	Terminals clean and tight, electrolyte level, battery held down securely.	
	Vent Tube	Not kinked, routed properly, not plugged.	
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.	
Reflectors	Condition	Cracked, broken, securely mounted.	
Wiring	Condition	Fraying, chafing, insulation.	
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and tied in place, connectors tight, clean.	
Headlamp	Condition	Cracks, mounting and adjustment system.	
	Aim	Height and right / left. High and Low beam work.	
Brake Light	Condition	Cracks, operational w/ Front hand control and foot ctrl.	
Turn Signals	Condition	Cracks, operational.	Front -
	Condition	Cracks, operational and not flush mounted to fairing.	Rear-
License Plate	Condition	Visible to motorists and equipped with light.	
OIL			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Levels	Engine Oil	Check warm, dipstick or sight glass.	
	Hypoid -	Transmission, rear drive shaft drive Motorcycles.	
	Gear Oil		
	Hyd. Oil	Brakes and clutch, reservoir or sight glass.	
	Coolant	Reservoir and/or coolant recovery tank - cool only.	
	Fuel	Tank or Gauge for serviceability.	
Leaks	Engine Oil	Gaskets, housings, seals	
	Hypoid -	(Shaft Drive Motorcycles) Gaskets, seals, breathers.	
	Gear Oil		
	Hyd. Oil	Hoses, master cylinders, calipers.	
	Coolant	Radiator, hoses, tanks, fittings, pipes.	
	Fuel	Lines, fuel taps, carburetors.	

CHASSIS			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Frame	Condition	Cracks at gussets/welds, accessory mounts, look for paint lifting and or corrosion.	
	Steering	No detent or tight spots through full travel,	
	Head	raise front wheel (if equiped w/Ctr Stand) check for	
	Bearings	play by pushing/pulling forks.	
	Swingarm	Raise rear wheel, check for play by	
	Bushings	pushing/pulling swingarm.	
	Bearings		
Suspension	Forks	Smooth travel, no excessive corrosion, straight.	
	Shock(s)	Smooth travel, no leaks or seepage.	
Chain/Belt	Tension	Check at ctr bottom portion of Chain/Belt. Approximately 3/4" to 1 1/2" free movement. (Chain should not be to tight, or excessive slack.)	
	Guard	Belt/Chain Drive Motorcycles should be equiped w/a chain/belt guard on top of item.	
	Lubrication	Light coat application. No excess Lube.	
		NO RUST on chain	
		Belts are not to be lubricated.	
	Sprockets	Teeth not hooked, or excessively worn	
		Securely mounted.	
Fastners	Threaded	Tight,missing bolts,nuts	
	Clips	Broken, Missing.	
	Cotter Pins	Broken, Missing.	

SIDE STAND			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
CenterStand	Condition	Cracks, Bent	
	Retention	Springs in place, tension to hold position	
Side Stand	Condition	Cracks, bent (safety cut-off switch and pad (if equipped)	
	Retention	Springs in place, tension to hold position	

KICKSTAND			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
Centerstand	Condition	Cracks,bent. (some motorcycles may not be equiped with a centerstand)	
	Retention	Springs in place, tension to hold positions.	
Sidestand	Condition	Cracks,bent. Safety cut-out switch. (This will stop or stall engine if placed in gear and stand is down.)	
	Retention	Springs in place, tension to hold positions.	

SAFETY			
ITEM:	CHECK:	INSPECT FOR:	CHECK OFF:
DOT Helmet	Condition	DOT standards; chinstraps must be fastened under the chin.	
Reflective Vest	Condition	Vest/outer garment shall be clearly visible at all times	
Goggles	Condition	Impact, shatter proof goggles or full face shield	
Gloves	Condition	Full fingered gloves	

Operator and Inspector Signatures:

Operator Signature: _____ Date: _____

Inspector Printed Name: _____ Date: _____

Inspector Signature: _____

TRADOC Statement of Motorcycle/ATV Operator Requirements and Individual Responsibilities

1. Reference: Department of Defense Instruction (DoDI) 6055.4 - Traffic Safety Program.

2. *Fifteen percent of Privately Owned Vehicles (POV) accidents in the Army are Motorcycle (MC) accidents. If you operate a privately owned MC or All Terrain Vehicle (ATV) (either street or off-road versions) on or off Department of Defense (DoD) installations you must be appropriately licensed to operate it (except where not required by SOFAs or local laws). Before operation of any motorcycle/ATV, you shall successfully complete an approved rider or operator safety course. The safety course must be a Motorcycle Safety Foundation (MSF), or Specialty Vehicle Institute of America (SVIA) or MSF-based State-approved course. You are responsible to contact the installation safety office and schedule training. Once you have completed training you will report back to the installation safety office and me. It is mandatory that all persons operating or riding as a passenger on a MC or ATV use appropriate Personal Protection Equipment (PPE). PPE requirements are as follows:*

a. A helmet certified to meet Department of Transportation (DOT) standards. Helmet must be properly fastened under the chin. If stationed outside CONUS and the host nation does not have an equivalent helmet standard, the helmet will meet the U.S. DOT standard. The DoD requires use of a helmet even in those states or host nations where helmets are not required by state or host nation traffic laws.

b. Impact or shatter resistant goggles or full-face shield properly attached to the helmet. A windshield or eyeglasses alone are not proper eye protection.

c. Sturdy Footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged.

d. Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle/ATV.

e. A brightly colored outer upper garment during the day and a reflective upper garment during the night are required. Outer upper garment shall be clearly visible and not covered. If a backpack is worn and view of your reflective vest is impeded you must have an additional brightly colored reflective upper garment secured to the backpack.

f. Annual registration of a Motorcycle is required on Fort Benning.

g. If a Line of Duty Investigation is initiated as a result of a motorcycle/ATV Accident, the investigating officer will consider all relevant factors, including those listed in this agreement and in AR 600-8-4, paragraph 4-14 in making his or her determinations in the Line of Duty Investigation.. Additionally, these factors may be considered by the DA Physical Evaluations Board and Department of Veteran's Affairs in determining a Soldier's benefits.

Print Name

Signature and Date

U.S. ARMY Motorcycle Mentorship Program



28 Dec 05

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PURPOSE. To establish voluntary installation level motorcycle clubs where less experienced riders and seasoned riders can create a supportive environment of responsible motorcycle riding and enjoyment. Such an environment can create positive conduct and behavior and serve as a force multiplier that supports a commander's motorcycle accident prevention program.

BACKGROUND.

- **Increase in Fatalities/Injuries.** A five-year review of accident data revealed our motorcycle mishaps are on the rise. Motorcycle mishaps resulted in 94 fatalities from FY99 through FY04 (FY04 - 22; FY03 - 24; FY02 - 20; FY01 - 9; FY00 - 8; FY99 - 11). The mishap data revealed that over half the motorcycle fatalities was the result of single vehicle crashes that involved riders exercising poor risk decisions and judgment. Males between the ages of 18 and 25 years are our major "at risk" population comprising sixty percent of our motorcycle fatalities in the past two years.

- **Recent Centralized Accident Investigation (CAI) Suggested (October 2004):** The CAI conducted at Ft Sill by the USACRC explored and evaluated our Army motorcycle accident reduction efforts. The board conducted in-depth reviews of current initiatives in mentorship, training, programs, and policy and enforcement. The results revealed many opportunities for improvement. These and other new accident prevention strategies are included in Attachment 2. The concept of the program targets mentorship by encouraging the development of installation recognized motorcycle clubs on installations.

EXECUTION:

Concept of Operations: Successful mishap reduction requires the support of commanders, first sergeants, supervisors, motorists, and the military and civilian communities at large. It is only through their collective involvement that mishap reduction can occur. The establishing of motorcycle clubs, as private organizations on our installations, is one component of this community approach.

Roles, Responsibilities and Tasks. Strategic, Operational, and Tactical roles responsibilities and tasks are as follows:

Headquarters U.S. Army Combat Readiness Center (USACRC) will:

- Lead concept development
- Develop and publish example mentor criteria
- Coordinate with federal, DoD and national motorcycle safety organizations

Media and Marketing (M&M) - PAO

- Formulate and implement communications plan to include internal information, media relations and community relations.
- Assist in concept development
- Assist in formulation of communications plan

Motorcycle Safety Foundation (MSF):

- Provide subject matter expertise
- Develop required training and support materials

IMA & MACOMs:

- Support program requirements (IAW AR 210-22)
- Supplement policy as needed
- Evaluate motorcycle safety program management

Installation -Commanders:

- Support and promote motorcycle clubs as private organizations (IAW AR 210-22)
- Evaluate implemented club(s) to determine their positive or negative contributions

Unit Commanders:

- Support and promote unit level motorcycle clubs (IAW AR 210-22)
- Encourage club activities to reinforce positive training, mentorship and riding
- Manage required traffic enforcement and safety programs with support from club(s)
- Identify when club(s) are making both positive and negative contributions

Motorcycle Rider Clubs (Private Organization):

- Serve as force multiplier for commander's mishap reduction efforts. For example they may:
 - Act as a forum for education, awareness, and seasonal campaigns
 - Conduct mentorship training seminars
 - Conduct motorcycle buyer's clinics
 - Conduct motorcycle maintenance seminars
 - Promote environment that fosters responsible riding and enjoyment
- Organized by unit affiliation or riding style: sport, cruiser, touring, etc.
 - Host group rides and rallies
 - Maintain route files for group rides
 - Educate riders on Composite Risk Management (CRM) with the focus on safe motorcycle riding.

Motorcycle Operators:

- Comply with installation, local, state, Army and host nation requirements
- Support unit motorcycle safety efforts
- Encourage participation in the motorcycle club(s)
- May hold leadership position within the motorcycle club
- Employ composite risk management principles
- Participants should encourage a mentoring atmosphere emphasizing skilled, responsible, and positive riding experiences

Installation Level Activities:**- Safety Office**

- Encourage motorcycle club(s) to participate in the traffic safety program by being a conduit for positive education, mentorship, publicity, and awareness for the riding community
- Communicate with club leadership on local risk areas and concerns

- MWR:

- Actively support and promote motorcycle clubs. (IAW AR 210-22)
- Provide information on requirement to establish voluntary clubs IAW AR 210-22
- Assist in increasing awareness of voluntary motorcycle club
- Support commanders' mishap prevention efforts IAW applicable guidance

- **PAO:** Promote program: Internal information, media relations and community relations, based on installation commanders approval.

- SJA

- Review legal aspects of installation level efforts and initiatives
- Review club by-laws for legal sufficiency

Community Enablers

- Local/state law enforcement: information, awareness and motorcycle rodeos
- Local motorcycle dealers and clubs
- Local media

CHARTER and BY-LAWS OF THE

CHARTER

ARTICLE I

Name and Authority

The name of this organization shall be the _____ and hereafter referred to as the _____. They shall have the authority to operate on _____ only with the consent of the installation commander. Operation depends on compliance with the requirements and conditions of this charter, U.S. Army instructions, installation instructions, state laws and associated by-laws and all applicable directives and policies.

ARTICLE II

Purpose, Goals, and Objectives

PURPOSE: To establish and maintain a spirit of comradeship and esprit de corps that will enhance the prestige of all motorcycle riders, encourage on-going rider education and skills development, and reduce the potential of motorcycle mishaps. Set an example for all personnel according to the standards, traditions, and customs of the U.S. Army. To operate and conduct itself in a manner that provides equal opportunity and treatment for all motorcyclists.

GOALS:

- 1. The _____ will seek to improve morale, promote rider awareness and skills improvement. The _____ will seek to enhance the installation and local community relationship through community service efforts and events by unifying and combining the unique and individual talents of the _____ members.**
- 2. Each member is encouraged to actively participate, to support the objectives of the _____ by setting a positive example, and to promote the safety and welfare of all members.**

OBJECTIVES:

1. Provide each member with the collective knowledge, experience, and influence of the positively affecting motorcycling on and off the installation.
2. Improve rider skills through mentorship for new riders and continuing education for all riders.
3. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors of installation riders.
4. Promote the positive status of motorcycle riders in the U.S. Army.
5. Promote and support safety recognition programs.
6. Introduce new riders to the and familiarize them with the goals and objectives of the .
7. Promote social gatherings upon the base as well as with local community leaders.
8. Plan for and promote the use of designated driver and other effective DUI prevention programs with all sponsored, organized or attended events where alcoholic beverages will be consumed.
9. Provide a forum wherein any policy, program, or problem of interest to the members in general, along with unit leadership in particular, may be discussed freely.
10. Assist in maintaining a high state of group moral and esprit de corps, while encouraging the highest standards of safety, bearing, and behavior.
11. Improve the morale and welfare of the members and their family members.
12. Invite guest speakers to talk about topics of interest to the members, with emphasis on safety, rider skills, community, and family enhancement.

ARTICLE III

Qualification of Members and Fees

SECTION A: Membership in the shall be strictly voluntary and without regard to race, color, religion, sex, national origin, age, or handicap. Membership will not be granted to any prospect or member of a known or previously unknown outlaw motorcycle club. Active members must have a motorcycle endorsement on their license and maintain insurance as required by law. All active duty military members and civilian employees (as required by DoD and service instructions) will have a Motorcycle Safety Foundation (MSF) RiderCourseSM completion card. All members must be aware that they are jointly and

severely liable for the obligations of the . Membership shall consist of five categories as defined below:

1. Active Member: Any individual who is federal employee, civilian or military, working on . To remain active fees must be paid to date. An active member is authorized to vote upon and discuss all matters in which the member has interests.
2. Associate Member: Any individual who rides as a passenger with an active member and pays fees. An associate member is authorized to vote upon and discuss all matters in which the member has interests. No active member can sponsor more than two associate members. No associate member can be someone eligible to become an Active Member.
3. New Rider Member: Any new member who has less than 1 year riding experience upon applying for active membership or is intending to purchase a motorcycle in conjunction with joining the . A mentor must be selected from the general membership to observe and advise the new rider for a period of six months. The mentor is selected by an agreed upon decision of the Director, Assistant Director, and Secretary. After completion of the six month period, with mentor concurrence, the individual becomes an active member. If the mentor feels the members has not lived up to the principles or rules of the club a majority vote at a membership meeting is necessary for the individual to remain a member of the club. New Rider Members pay no dues for the first 6-months and have full voting privileges.
4. Honorary Member: May be extended to any adult person with a simple majority vote of the active members present at any membership meeting, except as mentioned below. Such membership shall be restricted to individuals who have taken positive actions that support the ACN's principles, purposes, and objectives. Said members are not authorized to vote.
5. Inactive Member: Any individual mentioned above, whose fees are 90 days delinquent. An inactive member is not authorized to vote nor make any motions. However, an inactive member may present information that may be critical to the . during debates if approved by the Director. Individuals will be issued a 30-day delinquency notice prior to being placed on the inactive member roster.

SECTION B: Active participation and support of projects, activities, and functions of the are encouraged and are the responsibility of every member.

SECTION C: Membership may be denied or withdrawn from active, honorary, or inactive members under the conditions prescribed by the officers of the in accordance with Article III, sections A and D, of this charter and Article I of the by-laws (See Road Captains). Membership may terminate at the written request of the member.

SECTION D: Any member convicted of a DUI will be suspended from active membership status in the _____, becoming an inactive member, and shall forfeit all fees paid to date. Suspension of active membership will be based upon actual loss of installation privileges as deemed appropriate by command authorities, based on legal authority.

FEES

- 1. Active Member: annually**
- 2. Associate Member: annually**
- 3. New Rider Member: No fee for first 6-Months then an Active Member**
- 4. Honorary Member: No annual fee**

BY-LAWS

The following By-Laws are set forth for the normal operation and administration of the _____ and will be directed on, and a guide for, the _____ officers and members.

ARTICLE I

Officers, Their Duties, and Elections

SECTION A: (Elected Officers) The following _____ officers will be elected in accordance with the charter of the _____, to serve a period of one year _____. The position of Director must be held by an active duty member or DoD civilian employee to maintain continuity with the installation's leadership and assure direct association with the installation's workforce. There are no restrictions for other elected officers.

- 1. Director**
- 2. Assistant Director**
- 3. Secretary**
- 4. Treasurer**
- 5. Road Captains (4)**

The _____ officers' election, removal, powers, and responsibilities shall be governed according to the rules contained in "The New Robert's Rules of Order" except when it is inconsistent with this charter and associated by-laws.

SECTION B: (Duties of Officers)

DIRECTOR

The duties are as follow:

- 1. Manage the _____ according to its Charter, By-laws, and "The New Robert's Rules of Order."**
- 2. Preside at all membership and special meetings.**

3. Set dates for membership, special, and executive committee meetings.
4. Appoint committee members on a voluntary basis, except Nominating Committee.
5. Appoint members to fill elected officer positions if there are three months or less remaining on present term when the elected officer is unable to complete the current term. A special meeting will be scheduled for a temporary election for the vacant position when more than three months are remaining on their term.
6. Appoint points of contact (POCs).
7. Act as spokesperson.
8. Chair Executive Committee.
9. Authorize expenditures, not to exceed per purchase, between scheduled meetings of the membership, with concurrence of the Treasurer.
10. Establish Special committees and appoint committee chairpersons as required.
11. Distribute a tentative agenda for the next membership meeting.
12. Appoint officers to the following non-elected positions as he/she sees fit.

a. MENTOR(S)

(1) Will observe and assist New Rider Members

(2) A mentor is defined as “a trusted counselor or guide.” Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person”

(3) The mentor will use available training and promotional resources to encourage safe responsible riding techniques and skills.

b. SERGEANT-AT-ARMS (Administers discipline and is responsible for recovery of property).

c

. HISTORIAN (Maintains documentation of history).

d. PHOTOGRAPHER (Photographs events and members participating in/at events).

ASSSTANT DIRECTOR

The duties are as follows:

1. Assume duties of the Director in his/her absence.
2. Appoints Nominating Committee members.
3. Serve as member of Executive Committee.

SECRETARY

The duties are as follows:

1. Record the minutes of membership meetings and take attendance.
2. Distribution of minutes within calendar days (via e-mail if capability exists).
3. Receive approval of previous month minutes at next regular scheduled meeting.
4. Maintain a completed file of correspondence.

5. Issue annual election ballots.
6. Chair Social Committee.
7. Serve as member of the Executive Committee.
8. Provide other administrative support required by the .
9. Attest to the authentication of documents and any other actions by the Director in the name of the .
10. Maintain an e-mail folder (if capability exists).

TREASURER

The duties are as follows:

1. Collect and receipt for membership fees.
2. Issue and accept membership applications/resignations.
3. Maintain POC roster and make available to the (via e-mail if capability exists).
4. Maintain checking account(s).
5. Maintain membership roster and make available to the .
6. Read monthly financial report at each membership meeting.
7. Provide financial report to the (via e-mail if capability exists).
8. Serve as member of the Executive Committee.

ROAD CAPTAINS

The duties are as follows:

1. Lead the in formation riding or parades. The Road Captains will give riding instructions to all riders prior to the start of a ride.
2. Enforce all rules of group riding.
3. Road Captains shall have the unchallenged right to terminate a member's participation in a given ride or event for the safety or image. Upon request of a Road Captain, the Director may suspend the member pending the lodging of an official complaint. All members have the right to appeal before the members and will abide by the decision of the members--majority rules.
4. One Road Captain will always ride point and set the pace. Another Road Captain will always ride drag to assure the safety of the from behind and assist members with mechanical problems.

SECTION C:

MEMBER DUTIES AND LAWS

1. Members will above all, uphold the basic club principles of honor, truth, respect, support, loyalty and commitment.
2. When representing the club on and off the installation, all members will conduct themselves with the highest regard of the club principles. The club must not be tarnished by unrestrained behavior, disrespect of fellow citizens, or acts that generally reflect poorly on the clubs image and reputation.
3. Members will not endanger the Club or any member by an illegal act or acts. If a member is arrested for illegal activities they are automatically suspended from club activities and if found guilty of the offense(s) they are dismissed from the club.
4. Each member serves as a safety officer. Each member is responsible to identify and correct any condition that threatens the welfare of club members or the general public. Any willful act of unsafe riding witnessed by a fellow club member(s) could result in denial of membership. Members may plead their case at the next meeting.
5. Activities will be conducted to encourage participation by all club members and no laws will be enacted which favor or separate members by the type of motorcycle they ride.
6. No member will ride under an impaired physical condition. Every member will always try to prevent another member from riding in an impaired condition.
7. Members will always hold the club in high regard. A member will never angrily accost, assault, or slander any other fellow club member.
8. Members will embrace and encourage an atmosphere of skill improvement, responsible riding, and riding enjoyment and discourage aggressive, competitive, and potentially self destructive riding behaviors.

SECTION D: (Elections, Voting, and Officer Removal)

ELECTIONS

Election of officers shall be done annually during the general membership meeting. The Assistant Director at the membership meeting will appoint a Nominating Committee consisting of at least three members. The committee will deliver to the July regular membership meeting a "Candidate Affidavit of Eligibility and Solicitation of Office" proposal. Members seeking to serve as officers of the will have until the regular membership meeting to return to the Nomination Committee a completed affidavit. The committee will submit a slate of candidates and accept nominations from the floor at the membership meeting. Floor nominations will not be accepted unless the candidate is present and verbally accepts, or has provided an affidavit to the Nomination Committee. Nominees must have enough retainability to complete the term for

which they are being nominated. If a member of the Nominating Committee becomes a candidate, that member shall be removed from the committee and a new member shall be appointed.

VOTING

Voting for the election of officers will be by secret ballot. Voting on all other business will be by a show of hands with the majority ruling, or as stated below. Ballots for the annual election will be provided to all members in good standing. Any member with outstanding dues may obtain a ballot prior to the election by paying their outstanding dues. For those active members unable to attend the general membership meeting, absentee ballots may be obtained from the secretary. Members of the nominating committee will tabulate ballots. The candidate for each position with the most votes wins.

OFFICER REMOVAL

officers may be removed from office for cause with due process, as necessary, by request of the two-thirds of the active membership in the form of a signed petition.

ARTICLE II Meetings of the

SECTION A: (General Membership Meeting) Shall be held once a year, in for the purpose of electing new officers, disseminating other business, and inviting new riders to join. To convene a general membership meeting, a quorum of one-fourth (1/4) or more of the active membership is necessary. Motions/solutions and revisions/amendments will carry a simple majority of positive votes except when the issue involves a request for complete written financial reports. In this exceptional case, a two-thirds (2/3) majority of positive votes is required.

SECTION B: (Regular Membership Meeting) Shall be held as so stated in the by-laws for the purpose of conducting business that may be brought before the , listening to guest speakers, etc. To convene a regular membership meeting, a quorum of percent or more of the active membership is necessary. Motions/resolutions and revisions/amendments will carry a simple majority of positive votes except when the issue involves a request for complete written financial reports. In this exceptional case, a two-thirds (2/3) majority of positive votes is required.

ARTICLE III Revisions, Adoptions, Amendments, and Review

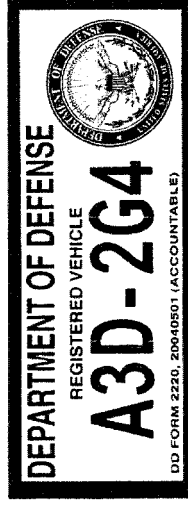
Motorcycle and Vehicle Registration

Current Decal

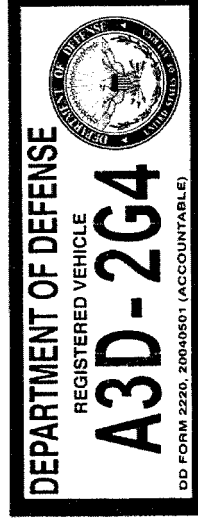
Yellow

New Decal

Orange



JAN
12



JAN

12

FORT BENNING, GA

FORT BENNING, GA